



D4 Small Business Council Meeting Minutes

DATE: October 17, 2017

TIME: 1:00- 2:30pm

LOCATION: District 4, Executive Conference Room-15-240, 111 Grand Ave., Oakland, CA

<u>D4 CALTRANS STAFF:</u> Bijan Sartipi, DD Bob Finney, DDD Construction Lenka Culik-Caro, DDD Design Damien Harris, Business Mgmt Adriana Harris, SBP Ali Taheripour, Construction Ayana Nobles, SBP Francisco Padilla, TBSRP-CSU Romy Fuentes, Consultant Services Stan Ng, Maintenance <u>HQ/AGENCY STAFF:</u> Damon Dorn, OBEO	<u>MEMBERS (Present/Absent)</u> Arvin Chaudhary (P) Diana LaCome (P) Eddy Lau (P) Frederick Jordan (A) Paul Guerrero (P) Peter Ramirez (A) Shari Tavafrashti (P)	<u>REPRESENTING</u> ACEC CA NCA AAAE SFAACC La Raza Roundtable SDVOC WTS
	<u>ALTERNATES (Present/Absent)</u> Anthony DeVenuta (A) Charissa Frank (A) Dr. Caesar Churchwell (A) Ellen Lee (A) Miguel Barragan (A) Raewyn Butcher (P) Victor Garza (A)	<u>REPRESENTING</u> SDVOC WTS SFAACC AAAE NCA ACEC CA La Raza Roundtable
	<u>GUESTS:</u>	<u>REPRESENTING</u>

Item #1: Introductions

District Director, Bijan Sartipi, welcomed everyone to the October meeting. After everyone introduced themselves, Mr. Harris announced the new District Small Business Advocate for the Small Business Program, Ms. Ayanna Nobles. The Council Members and Mr. Sartipi warmly welcomed Ms. Nobles to her new managerial position.

Item #2: Approval of Minutes

August 15th, 2017 Minutes:

Opposed: None. Approved by consensus.

Item #3: District 4 Updates

Construction Update:

Mr. Sartipi introduced Mr. Ali Taheripour who presented the Construction report. Mr. Taheripour reported that there were 20 *Advertised and Upcoming Projects*, totaling approximately \$145M. He mentioned that project 04-4H8701 and 04-3G6031 had upcoming advertisement dates on 10/23/17. Mr. Taheripour reported that there were 7 projects *Currently Awaiting Award* and going through the bid analysis process. The apparent low bidder for project 04-2J0301 was to be determined. Referring to the third section, *Projects Awarded*, Mr. Taheripour reported that there were 2 projects with an engineer's estimate of \$7.4M. Mr. Taheripour then referred to the *Projects Ready to List but Not Funded for Advertisement Yet*. He reported that there were 12 projects totaling \$123M. Mr. Sartipi added that half of those projects were awaiting CTC vote. Mr. Chaudhary asked if any of the 12 projects were funded with the SB1. Mr. Sartipi replied that those projects were already in the pipeline and were not funded thorough the SB1. Ms. LaCome asked if Caltrans had a list that showed which projects would be advertised under the SB1. Mr. Sartipi replied that there is a list available and that Mr. Finney would provide it to the Council Members. **[Action Item #2017-04, Mr. Finney]**

Maintenance Update:

Mr. Sartipi introduced Mr. Stan Ng who provided the Maintenance report. Mr. Ng reported that for the first quarter of Fiscal Year (FY) 17/18 there were 9 contracts on the *Director's Order Force Account* that totaled approximately \$13.7M. He explained that 62% had been awarded to Non-SBE's and 38% had not been awarded yet. He explained that the yellow highlights were updates since the last report. He mentioned that one more contract had been awarded after the report went to print. The contract was for \$7.6 million and awarded to Ghilotti Brothers for the fires in Sonoma County. Mr. Sartipi explained that the lack of small business participation was because most of the current projects were for retaining walls and bridgework and there is only one certified small business who does this type of work. Also because it was very early in the fiscal year. Mr. Lau asked if projects #1 and #6 could be done in house. Mr. Ng replied that he would find out and get back to him. Referring to the *District Director's Order Force Account for FY 17/18*, he reported that there were 8 contracts totaling over \$2.3M. He reported that 37% were awarded to SBEs and 25% to Non-SBEs and 38% had not been awarded yet.

Design Update:

Mr. Sartipi introduced Ms. Lenka Culik-Caro who presented the Design Report. Ms. Culik-Caro reported that there was one *Proposed Project under \$291K not Funded From the Minor B Program*, estimated at \$100K. The project located in Napa is for plant establishment. She went over the three *Proposed Minor B Projects for Small Businesses, FY 17/18*. She explained that two of the projects were located in Sonoma County. Contract 04A5268 estimated at \$90K received 2 bids, the lowest one at \$73K from Betancourt Bros. Const., Inc. The third projected is expected to be advertised early next year.

A&E Update:

Mr. Sartipi introduced Mr. Romy Fuentes to provide the A&E Report. Mr. Fuentes reported on the 12 *Recently Executed A&E Contracts* valued at \$44.9M. He highlighted that 7 of the 12 contracts were awarded to Calmentor Members, 2 were awarded to DVBEs and 1 was awarded to a DBE prime. Referring to the *Recently Executed Non A&E Contracts*, he reported that there were 9

contracts valued at approximately \$31M. One contract was awarded to a DBE and 3 contracts were awarded to SBEs. Mr. Fuentes reported that there were 3 *Upcoming New Non A&E Contracts*. He mentioned that contract 04NEW529-18 was funded with SB1 funds and was currently being advertised, while contract 04NEW528-17 would be advertised next year. Mr. Fuentes also reported that there were 4 *Upcoming New Non-A&E Contracts*. Contract 04NEW508-17 had completed its advertisement status and was awaiting award, while contract 04NEW518-17 had a 100% SBE goal. He concluded his report by providing an update on the DBE Utilization currently at 38.28% and the SBE/DVBE Utilization at 37.24% and 17.66% respectively. Ms. Tavafrashti asked if she could get a report that listed all the subcontractors who had ever obtained an A&E contract in District 4. Mr. Sartipi responded that we would look into the possibility of obtaining this report. **[Action Item #2017-05, Mr. Fuentes]**

OBEO Update

Mr. Sartipi introduced Mr. Damon Dorn to report the OBEO Update. Mr. Dorn reported that OBEO had recently delivered the Prime Contractor Training, Subcontractor Training and Disadvantage Business Enterprise (DBE) Certification Workshops in Districts 1, 11th and 12th. Regarding the *DBE Supportive Services Contract (DBE/SS)* for the northern and central regions, he reported that OBEO closed out the contract with GCAP Services Inc. after 12 months of services. DBEs who participated in the DBE/SS program submitted 172 bids for projects and were awarded 42 contracts during the 12 months of the contract term. He announced that DPAC received RFP packets for the DBE/SS northern and central regions on August 1, 2017. Advertisement is expected in 30 to 60 days. Mr. Dorn explained that OBEO was in the process of developing an *On-the-Job Training Supportive Services Contract (OJT/SS)* apprenticeship program in the trades of ironworker and cement mason for the central and northern regions. These programs will be for 12 months, the hours in the program will go towards journey person status. This apprenticeship will be an “earn while they learn” program. Mr. Dorn finalized his presentation with the Caltrans participation totals. He reported that as of September 30, 2017, 572 federal contracts had been awarded totaling \$2.2B. Sixty-three contracts were awarded to DBE primes and the overall DBE commitment for the current fiscal year is 11.76%. In the current fiscal year, through Sept. 30, 2017 there has been 153 state funded contracts totaling more than \$219M. Two contracts were awarded to DVBE primes and 87 contracts were awarded to SBE primes. The DVBE commitment at award for state-funded contracts is 6.91% or more than \$15.2M.

Small Business Update

Mr. Sartipi introduced Ms. Adriana Harris to provide the Small Business Update. Ms. Harris reported that there were three upcoming Mandatory Pre-bids (MPB). The first one on Nov. 2nd for project 04-4H5804: I-880 Capital Preventive Maintenance (CAPM) in Alameda County. The project estimated at \$40 has a 14% DBE Goal. The MPB will be held at the District Office from 10am – 12pm. The second MPB on Nov 15th for project 04-3G6034: I-680 Pavement and Rehabilitation in Alameda County estimated at \$29M has a 12% DBE Goal. The MPB for this project will be held at the Caltrans Pleasanton Construction Office from 10am to 12pm. The third MPB on Nov. 16th for project 04 -014114: SFOBB Maintenance Complex Phase 3 in Alameda County estimated at \$13.4M has a DVBE participation incentive up to \$250K. This MPB will be held at the District Office from 10am to 12pm. Ms. Harris also mentioned that on Oct. 9th, Caltrans would be attending the Procurement and Supplier Diversity Outreach at VTA in San Jose.

Item #4: Review of Action Items

Mr. Sartipi introduced Mr. Harris to report on the open Action Items. Mr. Harris provided a handout that explained the Minor A process. Mr. Guerrero explained that his original question was on the dollar limit of the Minor A contracts. Ms. Culik-Caro replied that the limit is \$291K. Mr. Guerrero was satisfied with the answer and the Action Item #2017-03 was closed.

Item #5: New Business

Mr. Sartipi announced that District 4 would be hosting an SB1 Forum to address the workload that would be coming down the pipeline. He explained that Caltrans and other local agencies would have numerous projects coming up and they would be tapping into the same resources. The forum is planned to address the drawbacks that the agencies could face. Mr. Sartipi mentioned that Mr. Finney was currently working out the logistics for the upcoming forum and once the date and location were set, the Council would be notified.

Item #6: Adjourn

Mr. Sartipi adjourned the October meeting and said that the next meeting would be on Tuesday, December 19th, 2017.

District 4 Small Business Council Action Items as of October 17, 2017:

No. / Starting Date / Assignee			Item Description (Originator)
# 2017-01 CLOSED- 4/18/17	02-21-17	Kelly Schluter, OBEO	The Council requested OBEO to confirm whether they have information on federally funded Emergency Contracts, and can the Council receive a breakdown on ethnicity of DBE awardee contractors.
# 2017-02 CLOSED 6/20/17	02-21-17	Fred Jordan- Councilmember and Stanley Ng- Caltrans	1. Mr. Jordan volunteered to send a list of contacts interested in emergency contracts to the District via Mr. Crosby. 2. Mr. Sartipi suggested Mr. Ng explore posting emergency contracts and awardees on the District's website.
# 2017-03 CLOSED 10/17/17	6/20/17	Ms. Culik-Caro, Caltrans	3. Mr. Guerrero requested information on how the Minor A Program was created.
#2017-04	10/17/17	Mr. Finney	4. LaCome asked if Caltrans had a list that showed which projects would be advertised under the SB1.
# 2017-05	10/17/17	Mr. Fuentes, Caltrans	5. Ms. Tavafrashti asked if she could get a report that listed all the subcontractors who had ever obtained an A&E contract in District 4.

The D4 SBC meets every other month in the Executive Conference Room 15-240, 111 Grand Avenue, Oakland, CA 94612. Meetings begin at 1pm and run until about 2:30pm.

2017 D4 SBC Upcoming Meeting Schedule
December 19th